

R10 InfoPage

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Q&D - Office of ETPA - FOIA Records Disposition Schedules

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
<p>FOIA CONTROL FILES: Logs, control files. Includes records such as logbooks used for control purposes & showing processing information.</p> <p>Item a: Registers or listings;</p> <p>Item b: Other files</p> <p>Function: 305-109-02-01 033</p>	<p>Item a: Disposable Destroy 6 years after date of last entry.</p> <p>Item b: Disposable Destroy 6 years after final action or after final adjudication by courts, whichever is later.</p>	<p>GRS 14/13a GRS 14/13b</p> <p>Status: Final, 02/12/2007</p>
<p>CONTROLLED & MAJOR CORRESPONDENCE: Includes signed controlled and major correspondence. The correspondence significantly documents the program activities and was processed under special handling control procedures because of the importance of the letters or time requirements of replies. Records consist of copies of incoming letters, copies of the responses, and enclosures. Also includes indexes to the correspondence.</p> <p>Item b: Division Directors and other personnel</p> <p>Function: 404-141-02-01141</p>	<p>Item b: Disposable Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-06-10</p> <p>Status: Final, 02/29/2008</p>
<p>PROGRAM DEVELOPMENT FILES: Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.</p> <p>Item a(1): Record copy - Nonelectronic</p> <p>Item a(2): Record copy - Electronic</p> <p>Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 304-104-02 145</p>	<p>Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-29</p> <p>Status: Final, 012/31/2010</p>
<p>PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports relating to general policy and program matters, oversight reviews, interagency</p>	<p>Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2</p> <p>Status: Final, 12/31/2009</p>

Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).
Item b: Other than senior officials

Function: 301-093 006

FOIA REQUEST FILES: [Correspondence files.](#)

Includes incoming **FOIA** requests, a copy of the reply, and, in some cases, supporting information which may include the original file copy of requested record or copy.

Item a(1): Granting access to all the requested records. Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.

Item a(2)(a): Non-existent records, inadequate description, or failure to pay reproduction fees, and request not appealed. Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.

Item a(2)(b): Non-existent records, inadequate description, or failure to pay reproduction fees, and request appealed. Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.

Item a(3)(a): Denials, full or partial, and request not appealed. Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.

Item a(3)(b): Denials, full or partial, and request appealed. Includes correspondence and supporting documents, excluding the official file copy of the records requested if filed herein.

Item b: Official file copy of requested records

Function: 305-109-02-01 030

Item a(1): Disposable

Destroy 2 years after date of reply.

Item a(2)(a): Disposable

Destroy 2 years after date of reply.

Item a(2)(b): Disposable

See disposition instructions for EPA 032 - Freedom of Information Act (**FOIA**) Appeals Files.

Item a(3)(a): Disposable

Destroy 6 years after date of reply.

Item a(3)(b): Disposable

See disposition instructions for EPA 032 - Freedom of Information Act (**FOIA**) Appeals Files.

Item b: Disposable

Dispose of in accordance with the approved Agency disposition instructions for the related records, or with the related **FOIA** request, whichever is later.

GR S14/11a(1)

GRS 14/11a(2)(a)

GRS 14/11a(2)(b)

GRS 14/11a(3)(a)

GRS 14/11a(3)(b)

GRS 12/11b

Status: Final,
02/01/2007

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[One EPA Workplace](#)

[A-Z Index](#)

[Region 10 Pacific](#)

[Back to InfoPage](#)

[Northwest \(Internet\)](#)